



TOWN OF MILLVILLE

36404 Club House Road, Millville, DE 19967
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www.millville.delaware.gov

RESIDENTIAL RENTAL LICENSE APPLICATION

INSTRUCTIONS:

- Complete and sign this application along with a blank copy of rental property agreement for seasonal/vacation rentals. (see #1 on reverse side) and check payable to the TOWN OF MILLVILLE for the amount applicable (see #3 below) and submit to the address above.
- Please review Chapter 90-Licenses and Ordinance 20-07 on our website for complete information.
- FEE SCHEDULE PER UNIT:** Annual Rental License \$50.00
Late fee if received after June 15th \$25.00
- Rental licenses run concurrent with the Town's fiscal year - May 1st thru April 30th. Renewal applications are automatically mailed out May 1st to the mailing address provided by the applicant and are due before June 1st.
- As per the Town's Clean Hands Policy, owners with unpaid property taxes or Gross Rental Receipt (GRR) taxes will not be issued a rental license until the account is current. For complete information, visit our website -Chapter 10 Clean Hands Policy and Chapter 90-Licenses-Article II. Tax & Requirements on Rental Properties.
- Chapter 90-Licenses states that renting or offering to rent without obtaining the required rental license is in violation of the Town Code and subject to penalties.
- ALL INFORMATION BELOW MUST BE COMPLETED OR APPLICATION WILL NOT BE PROCESSED.**

RESIDENTIAL RENTAL PROPERTY OWNER			
OWNER'S NAME			
MAILING ADDRESS			
PHONE		EMERGENCY PHONE	
EMAIL			
Has the rental unit been registered with the community HOA? <input type="checkbox"/> YES <input type="checkbox"/> NO		Has the property been previously offered for rent? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOUR FILED THE REQUIRED GROSS RENTAL RECEIPT TAX (GRR) FORMS FOR THE PRIOR PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO			

RESIDENTIAL RENTAL PROPERTY LOCATION			
COMMUNITY		TMP#	134-____-____-____-____ Unit #____
ADDRESS			
OFFERING <input type="checkbox"/> Weekly <input type="checkbox"/> Seasonal/Vacation <input type="checkbox"/> Annually		No. of Bedrooms	
No. of off-street parking spaces _____ & Locations			
REALTOR (If Applicable)		AGENT NAME	
PHONE		EMAIL	

I/We swear or affirm under penalty of perjury, that all of the information provided on this application is true and correct and we have read and understand the terms of Ordinance 20-07, Chapter 90-Licenses.

Applicant's Signature: _____ Date: _____

TOWN OFFICIAL USE ONLY	
Cust ID: _____	I - _____ L - _____
Received By: _____	Amount: \$ _____ Check#: _____ Date: _____
Town Official Approval: _____	Date: _____

To Property Owners Requesting a Fiscal Year 2022 Residential Rental License:

Please be advised that the Mayor and Council of the Town of Millville updated Ordinance 20-07, Chapter 90-Licenses in relationship to Parking Requirements and Information Provision. These changes were made following consideration and discussions at a Town Council Meeting of ways to address complaints related to overcrowding and disruptive actions at some rental homes.

The new Ordinance changes are more specifically as follows:

New Section 90-20 Residential rental requirements:

- A. The property owner shall use reasonable business practices to ensure that the occupants and guests of a residential rental complies will all applicable codes concerning fire, building, health and safety, zoning, and all other relevant laws.**
- B. The overnight occupancy of a residential rental shall not exceed the sum of two persons per bedroom plus an additional two persons. Children under the age of six years shall not be counted towards the overall number of occupants.**
- C. The property owner shall use reasonable business practices to ensure that the occupants and guests of the residential rental do not create unreasonable noise disturbances, engage in disorderly conduct, or violate provisions of the Code or any applicable law of the State of Delaware.**
- D. The property owner shall limit their rental occupants to one (1) motor vehicle parking space (not to include a recreational vehicle) for each bedroom as shown in the property records of the Town, with all off street parking available to the rental property utilized first. The property owner shall include the parking limitations set forth in this Section in any rental agreement and all other communications with tenants.**
- E. The property owner shall provide adequate waste and recycle services.**

The new process and application requirements went into effect May 1, 2020 for Residential Rental Licenses.

Applicants are required to submit the following at the time of each annual Residential Rental License Application:

- 1. For seasonal/vacation rentals, a copy of the blank rental property lease agreement that owner intends to utilize for the application year which clearly states the limit of one motor vehicle parking space per bedroom and where applicable, the number of off-street spaces available to the rental property.**
- 2. The proposed location of parking for rental tenants will be noted on the application.**
- 3. The number of bedrooms (which will be checked against our property records) will be required to be included on the application.**